

Oct 20/558-3143

OCR NOTICE

Number CR 43-100-2  
16 September 1958

### FILES CLEAN-UP CAMPAIGN

Our FILES CLEAN-UP CAMPAIGN conducted during the month of August has been a most successful undertaking. Final results show that OCR has destroyed materials filling 214 drawers of all types, safe, card file, and cabinet, and has retired to less expensive storage the contents of an additional 656. We have made space available for new accessions and have at the same time been able to turn in excess equipment. I wish to compliment each one of you for your contribution to the overall success of the campaign.

By our collective efforts we have accomplished a significant saving of storage space, which in this business is particularly expensive. For example, the annual cost of maintaining a four-drawer safe or its equivalent in an OCR working area is \$192, exclusive of the original cost of the equipment and its contents. The comparable cost of storing the same material at the Records Center is less than \$10. Similar comparisons can be made for other types of storage equipment.

12 In addition to effecting the savings in storage maintenance, we have turned in a considerable number of file cabinets and safes made surplus by the recent housecleaning. The Records Management Staff has calculated the value of this equipment to be \$19,587, enough to pay everyone in OCR for 9 hours. As a matter of interest, a break-down of accomplishments by Division is attached.

Now that the major clean-up is completed, a continued awareness of "the bloated file" is in order. The elimination of obsolete materials and the retirement of inactive records to low-cost storage is a continuing process, of double concern to each of us: first, as employees, and second, as taxpayers. I urge all of you to be continually alert to our records problem, and to reserve storage equipment in working areas for material of current importance.

Paul A. Borel  
Assistant Director  
Central Reference

STAT

O-F-F-I-C-I-A-L U-S-E O-N-L-Y

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	INITIALS	DATE		
1					
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks</p> <p><i>The attached reflects the final results of the OER "clean-up" campaign. Considerable tangible benefits - may be you may want to pass this along to the DOD because we did assist them in this effort; actually we "sparked" the idea.</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM				DATE	
				9/18/58	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

UNCLASSIFIED				CONFIDENTIAL				SECRET			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP											
TO	NAME AND ADDRESS						INITIALS		DATE		
1	Deputy Director (Support)										
2											
3											
4											
5											
6											
ACTION				DIRECT REPLY				PREPARE REPLY			
APPROVAL				DISPATCH				RECOMMENDATION			
COMMENT				FILE				RETURN			
CONCURRENCE				INFORMATION				SIGNATURE			

Remarks:

Reference: Attached staff paper and accompanying memorandum from Borel.

1. Would you kindly read the three pages of the staff paper and Borel's memorandum, and then let [ ] and me come up and discuss this with you? This paper was prepared by the Records Management Staff some few weeks ago.

2. We will at that time outline an approach to doing this if you agree to laying this operation on.

(OVER)

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.						DATE	
Chief, Management Staff						9/18/58	
UNCLASSIFIED				CONFIDENTIAL		SECRET	

3. The word "savings" in the paper needs to be modified in concept to understand that it is substantially an avoidance of future investment, rather than dollars off in Object categories. However, this does not mean that at some time there is not a real dollar saving along the line.



Sept. 18, 1958

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<b>TRANSMITTAL SLIP</b>		DATE 26 September 1958
TO: Chief Management Staff		
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>		
I am returning the attached to you at Colonel White's request.		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
FROM: Office of the DD/S		
ROOM NO. 124A	BUILDING East	EXTENSION <div style="border: 1px solid black; width: 40px; height: 15px;"></div>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)